



College of the Marshall Islands

Board of Regents Regular Meeting **Board Conference Room** **Tuesday, February 20, 2018**

Draft Minutes

The Board of Regents of the College of the Marshall Islands convened at 9:00 a.m. on Tuesday, February 20, 2018 in the CMI Board Conference Room. The regular presiding officer and the new recording secretary were present.

Present: Chairman Benjamin Chutaro, Vice Chairman Joseph Bigler, Regent Patrick Chen, Regent Marie Maddison, Regent Jabwil Ned, Sultan Korean, Student Regent Luston Binejal, and President Dr. Koroivulaono.

Apologies: Regent Julia Alfred, Regent Jelton Anjain, Regent Kathryn Rilang, and Regent Alexander Pinano.

Staff in Attendance: Stevenson Kotton, Vice President of Business and Administrative Affairs; Mary Van Auken, Dean of Faculty; Rachel Salomon, Dean of Student Services; Cheryl Vila, Director Institutional Research and Assessment; Nikolas Wilson, Faculty Senate President; and Charlynnne Andrike-Alfred; Special Assistant to the President.

Guests: None

Opening Prayer/Call to Order

Mary Van Auken led the opening prayer, then called the meeting to order at 9:15 a.m.

Remarks by Chairman

The Chairman thanked and welcomed everyone for attending the 1st Board meeting of the year. The Chairman summarized the matters before the board.

APPROVAL OF THE AGENDA AND MINUTES

Regent Marie Maddison moved to approve the CMI Board of Regents Agenda. Regent Patrick Chen seconded. Motion passed with a unanimous vote.

Regent Maddison moved to approve the regular meeting minutes of October 17, 2017. Vice Chairman Joseph Bigler seconded. The motion to accept the October 17, 2017 minutes passed with a unanimous vote.

OLD BUSINESS

The Chairman moved to approve the proposed standing committee membership and schedule. Regent Relang seconded. The motion passed with a unanimous vote.

The general assembly of the Board of Regents adjourned to move into standing committee meetings at 9:20 a.m.

NEW BUSINESS

The general assembly of the Board of Regents reconvened at 10:15 a.m.

President's Report

Madam President, Dr. Theresa Koroivulaono, introduced the President's Report to the Board of Regents activities that have happened at the college from December 2017 to February 2018. This Report included details regarding the 2 final candidates for the Vice President for Academic and Student Affairs post, accreditation, budget consultations with the DOI team, Land Grant: CMI and COM submitted, IQBE, Meto Education Master Plan, Upward Bound, and Performance Management System.

The President reported that the recruitment for Vice President for Academic and Student Affairs is in process and our aim is to have the new VPASA start in April this year. In previous years the post for VPASA were internally appointed. This will be the first that the college is recruiting for a VPASA in the manner it should be. In future it is best that we follow CMI's policy and procedure on recruitment. There are 2 final candidates there were picked from the 21 applications that applied for the VPASA post. The 2

final candidates are Dr. Vince Nix and Dr. Albert Schram and both were flown to Majuro and made presentations and answered questions at student and employee forums on February 2. CMI's aim is to have the new VPASA starts in April this year.

The President reported that accreditation midterm report have been developed and it's now in its final stages. The report has been send out to the Board for any feedbacks and comments. We're aiming to submit the final report on March 1st but the actual submission deadline is March 15th. There will be an onsite visit on the second half of October made by the CMI ACCJC. This visit is expected for the first time a college offers a baccalaureate program. The CMI baccalaureate program started on August 2017. The visit will be done by CMI ACCJC Liaison, Dr. Stephanie Droker and one other Commissioner who is a Librarian. The protocols for this visit have been shared by Dr. Droker so CMI can start preparing.

The President updated the Board on 1st budget consultations of the year with the DOI team that were here from Honolulu. During budget consultation VPBAA Stevenson Kotton and President delivered the CMI presentation at the meeting with government Ministries on February 13th. Discussions during this meeting focused on accurate forecasts and budget reporting and ensuring that there were no carry overs of compact fund. We were informed that the Government Accountability Office Team that visited the RMI late last year has included recommendations to Congress, continued Title IV accessibility for the RMI.

The Chairman emphasized that the recommendation is important because it's an actual endorsement. This will be a great for the college to continue Title IV support in terms of Pell Grants.

The President updated on the Land Grant Board meeting in Guam on February 7th as part of an agreement with the Presidents of College of Micronesia, Palau Community College, and College of the Marshall Islands to submit a proposal for \$100,000.00 each in recognition of our 25th anniversaries. CMI proposal requested assistance for electronic library database for all CMI campuses and centers, and laptops for faculty to prepare for the ABD-funded collaborative project, "Improving Quality Basic Education" (IQBE). CMI and COM

were both awarded \$75,000.00 to support improving learning and teaching.

President shared with the Board that CMI was awarded \$930,000.00 from ADB last year for IQBE project. CMI will be partnering with PSS and USP. CMI is responsible for converting our Education program online and in the blended (hybrid) mode to be piloted in later 2019 and offered in 2020.

President summarized the METO Education Master Plan. This is CMI's first Education Master Plan and will be implemented from 2019-2029. There are four operational plans that are in the METO which are the Enrollment Management Plan, Facilities Master Plan, Information Technology Master Plan, and Safety and Security Master Plan. The five goals of the METO are: Student Achievement, Open Learning, Economic and Community Development, Sustainability of Human, Fiscal and Physical Resources and Entrepreneurship.

The President reported to Board the UB program was awarded \$1.3 million. UB coordinator Cassandra Frandsen and her staff are working very hard to meet deadlines for the start of residential UB program in the summer with 60 students. There has been a lot of catching up to do since program started late but we are happy to report that program is where it should be.

The President reported that Performance Management System is the most challenging event in 2017 centered on Cycle 1 of the PMS. There were many issues that arose out of the evaluation of the performance component. Opposing views in the way that either supervisors or the Performance Evaluation Moderating Committee (PEMC) revised employee ratings resulted in many meetings between senior and administrators and faculty members which were often oppositional rather than collaborative. Faculty PMS Cycle 2's midterm review is in progress and staff and administrators' PMS Cyle 2 midterm review will take place in May.

BOR Self-Evaluations

Corporate Plan

The Chairman briefly stated that there will be overarching issues that will be addressed giving the

BOR members a blue print of the issues before the BOR and continue to further improve the college. The Corporate Plan is a working progress and BOR members are asked for feedbacks and comments.

The President gave a refresher on the purpose of the Corporate Plan. The Corporate Plan is to outline the broad strategic direction for the CMI Board of Regents and to address the way the key performance indicators of the Board is stated in the strategic plan 2016-2018 will be fulfilled.

President mentioned that it was important that BOR revisit the Corporate Plan because it needs urgent attention and needs to be formalized and approved.

The first action plans in the Corporate Plan are the Revision of the CMI Act & Board of Regents Bylaws and the CMI Endowment Act that was discussed last year. However, in further discussions there are other overarching issues that need to be looked at by the Board. For example the financial stability of the college since 2023 is approaching and if the college doesn't get the full funding who are we going to turn to, what are we going to do, and how do we restructure in terms of our place as the CMI. These are the kind of issues that will become more prominent in our discussions as the existence of the college in many instances.

Discussions between the President and the Chairman have confirmed that a better way for the Board to operate would be to decide to leave the revision of these Acts for a later date but in the mean time if there are gaps that needed to be addressed throughout the college should be done through policies. Other areas of concerns are academic quality, institutional effectiveness, financial integrity, and accreditation, compliance with accreditation standards, and publicity and availability of BOR information.

President reported on METO saying its still in development and that dates will be amended to 2019-2029. We were hoping to have the METO ready by this year but this is the very first time that the college is doing this. There are four other plans that will be feeding into the METO Education Master

Plan and those too are also in development and will be brought to the Board for approval alongside the METO in the May meeting.

The first Strategic Plan comes to an end at the end of this year. In June to November 2018 the next strategic plan 2019 to 2023 will be developed. Once the new VPASA is on board and working closely with VPBAA Stevenson Kotton to help develop and finalize the plan for approval.

Each of the area has been broken down: the Board provides academic quality, Institutional effectiveness, financial integrity, and financial oversight and the items have been taken out from the Strategic Plan.

Action plan 5 is one of the essential issues that the Board need to deal with and to ensure that the college has all the resources it needs to keep functioning, be in compliance, and to keep improving the quality of education in alignment with its mission.

The Mid-term JEMFAC report is a notch for this year and the annual meeting will be in August or September. CMI is part of the education sector and should also have been through the local consultation and have a much better understanding in terms budget when we present next time to JEMFAC.

President gives special thanks to the Chairman for taking his time to help published the Board section on the CMI webpage. The Board section was developed in November/December of last year and it's a working progress. Chairman explained that links have been created to give online readers access to Board documents and information on the CMI webpage. As the corporate plan is being developed there will be a retreat for the BOR and high level of consultations.

Final point of note from the President that in previous Board meetings, BOR have discussed and its still remain on the table for policies of all policies in terms of chairman's own experiences coming on the board and having to compile and look for documents that remains a concern of the college and to tidy the

process to have overarching policies under which all other policies will be placed.

Chairman reported there should be a systematic way of updating, cleaning, approving, authority, and storing policies, procedures, acts, and other documents for the college to lessen confusion and keep everything tidy.

Vice Chairman Bigler asked if there was a timeline for the overarching policy and will there be something presented to the Board. The Chairman answered stating that the overarching policy is part of the bulk of work that is included in the Corporate Plan.

Strategic Committee

The Vice Chairman reported on behalf of the Strategic Committee. The Vice Chairman and the President discussed the Corporate Plan and the METO Education Master Plan issues. There are proposals that are provided to the Board for consideration, hoping to incorporate these proposals into the Corporate Plan as well as the METO Education Master Plan.

President reported on the amendments to the Corporate Plan. The Corporate Plan and the Action Plans are in working progress and are still in draft forms. The amendments are now rounding the plan with regards to the outcome listed in the KPIs. With the Act of Silence the Board will approve policies in alignment with act versus with gaps in legislation to enable effectiveness and efficient college processes. The different Action Plans within the Corporate Plan were summarized and their purposes were explained.

Finance/Risk Assessment/Audit Committee

Chairman reported and summarized items that were discussed in their committee and these items were ABE Salary Scales, Revised Policy for Fixed Asset, and Revised Policy for Sensitive Asset.

VPBAA Stevenson Kotton went into details on purpose of these policies. These policies are best practices that are being used around the US. These

policies will give the Business office a better way of tracking and monitoring assets.

Academic & Student Affairs Committee

Regent Maddison introduced her Committee and number items that were discussed the Finance/Risk Assessment Audit Committee. In this committee they discussed the Mid-term report, Enrollment report, Corporate Plan, SIS issues, and updated on the IRB policy.

Cheryl updated on the Mid-term report that will be submitted to the ACCJC on March 1st, 2018. The Mid-term report addresses the actionable plans and at the same time address and update recommendations that were cited and given to the college's mid-term report. Out of the 45 actionable plans 33 of these plans were completed. The graduation rate dropped this year from 7%-5%.

Dean of Student Services Rachel Solomon Reported on the Upward Program that will be dealing with 9-11 graders and there will be 66 students participants in this program from AHS, MBCA, SDA, and MIHS. These 66 students will start the program next week. During the summer there is a residential program that's 6 weeks long and participants will be at Arrak Campus.

The Chairman stated his personal goal is to have every student enrolled at CMI to go straight into credit courses and that we meet or exceed the 15% threshold. At least ¾ of those apply for the college should go into credit level courses. By the time most students graduate from CMI they exhausted their Pell Grants.

Dean Solomon shared the business Entrepreneurship course that just opened a coffee shop at the CMI Campus. Students from the Entrepreneurship course are running the coffee shop. The coffee shop is a practicum for students taking business courses and there are pre-requisite before taking the Entrepreneurship course.

Dean Solomon shared summer programs that will help students get into credit level courses. These

summer programs include the UB, math and science, NSSP, etc.

ACTION ITEM

Regent Chen moved to approve the ABE Salary Scales, Revised Policy for Fixed Asset, and Revised Policy for Sensitive Asset. Vice Chairman Bigler seconded. Motion passed with a unanimous vote.

Regent Madission moved to approve the Institutional Review Board (IRB) Policy. Regent Chen seconded. Motion passed with a unanimous vote.

The Executive Session started at 11:45 p.m. and ended at 12:20 p.m.

The Board of Regents' meeting adjourned at 12:20 p.m.

Respectfully submitted by:



Jimmie Akeang
Recording Secretary

Approved by:



Benjamin Chutaro
Chairman, Board of Regents

